



SC – PAY GRADE 12

## **GIS TECHNICIAN**

### **DUTIES AND FEATURES OF THE CLASS**

The incumbent in this class provides assistance in technical processing, analysis, and conversion of geographic information to digital data. Responsibilities include creating and maintaining GIS layers for land use, public safety, engineering and/or assessment needs, as well as maintaining and creating related database records. Responsible for producing maps for public and private use. Work involves extensive use of a variety of software applications, including CAD software, spreadsheets, databases, and GIS software. Work also involves assisting in production of map products and map product dissemination. The work is performed under general supervision of the department supervisor and is reviewed periodically for accuracy.

### **EXAMPLES OF WORK**

Assists in providing designated geographic information to requesting agencies, general public and interested parties; assists in providing information in support of Countywide Land Information System by responding to telephone, fax, and walk-in inquiries and requests; assists in preparations, revisions, and maintenance of a wide variety of computer-generated maps and cartographic products; assists in research and data collection of information such as land records and deeds, plans, maps, drawings, and survey data; assists in maps preparation for County staff, the general public, and the business community; assists in maintaining the County's geographic information system, including equipment, files, and supplies; creates, edits and manipulates computerized maps and data files to support the County's mapping and geographic information programs; may participate in field investigations to confirm data and obtain additional information necessary to compile, draft and edit maps; performs other duties as assigned.

### **REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

Basic knowledge of the methods and techniques of automated drafting, mapping, and graphic representation; general knowledge of the methods and techniques of map research, compilation; drafting, editing, and reproduction; ability to prepare and maintain computer-generated maps and cartographic products; ability to utilize products within the ArcGIS family of GIS products, including ArcGIS and ArcGIS system modules including ArcGIS Pro and a familiarity with the ArcGIS Mobile suite preferred; ability to conduct research and field work pertaining to mapping and geographic information projects;

ability to organize materials, maintain automated maps and other data accurately and systematically, and to retrieve and use information; ability to establish and maintain effective working relationships with property owners, representatives from other agencies, staff, department heads and the general public; must have excellent communication skills, both orally and in writing.

## **QUALIFICATIONS**

Minimum High School diploma or GED equivalent with a minimum of one (1) year experience in automated mapping, geographic information systems, cartography, geography, planning, civil engineering, surveying, or computer-aided design and drafting; Associate's Degree or GIS Certificate preferred; ArcGIS suite experience preferred; excellent customer service and organizational skills; excellent verbal and written communication skills; proficient in Microsoft Office Products (Word, Excel, Outlook); Cartographic product creation; ability to read plans and plots is preferred.

## **ADDITIONAL REQUIREMENTS**

- Direct Deposit Required
- 35-hour work week (Monday - Friday 8:30 A.M. to 4:30 P.M.)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing

Revised 3/2021